

JOB OPPORTUNITY

Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications
for
Court Officer

All Applications must be received by:

POSITION SUMMARY:

Has responsibility for maintaining order, protecting judges, jurors, prisoners, court personnel and the public, and serves other needs as defined by the Trial Court.

MAJOR DUTIES:

Provides security for prisoners, witnesses, jurors, court personnel and the public in the courtroom and other designated areas of the courthouse. May be required to take appropriate action in disruptive situations in the courtroom or other designated areas, including assaultive behavior where persons may be armed or unarmed, and subduing or apprehending escaping prisoners, or to provide first response in other emergency situations.

Protects the privacy and insures the safety of judges.

Provides security in the prisoner detention area and the courtroom, including monitoring, securing and feeding prisoners. Escorts prisoners from the holding area to the courtroom or other designated areas.

Inspects courtrooms, lobbies, lockups, and jury deliberation rooms for explosive devices and other devices that could jeopardize security.

Locates trial participants, inform participants of the court's action, transports papers within the courthouse, notifies the judge that the session is ready to proceed, announces the opening and closing of court sessions, etc.

Accepts defendants into custody and holds them or releases them pursuant to the direction of the court.

Insures that judge's guidelines regarding noise, food, smoking, photography, and note taking

are adhered to.

Collects, receives, maintains and transfers documents needed to accompany prisoners.

Provides court approved information regarding office and court procedures to the public, witnesses, litigants and defendants.

Attends all court officer training programs required by the Trial Court and must successfully pass all training requirements.

Adheres to all Trial Court and Security Department Policies and Procedures.

Performs related duties as required.

May be assigned by the Trial Court Administrative Office to perform court officer duties throughout the various Departments and Divisions of the Trial Court.

POSITION REQUIREMENTS:

A high school diploma or the equivalent.

At least two years of experience in the security or law enforcement field is preferred. However, other experience demonstrating judgment, maturity and the ability to work with people in a courthouse environment may be substituted.

Ability to exercise tact, courtesy, sensitivity and discretion in dealing with attorneys, jurors, litigants, public and press.

Ability to make decisions and to act quickly in disruptive and emergency situations.

Ability to interact with people who are under physical and emotional stress.

Ability to establish rapport with persons from different ethnic, cultural, and/or economic backgrounds.

Ability to establish and maintain professional working relationships with others.

Ability to exercise discretion in handling confidential information.

Proof of the final's candidate's physical ability to provide security for judges, prisoners, witnesses, jurors, court personnel, and the public.

Passage of a criminal record check is a requirement.

Employment, once offered, is contingent upon passing a physical examination.

SALARY RANGE:

Completed Trial Court Applications for Employment should be forwarded to:

Trial Court Applications for Employment are available at all court locations and at the Administrative Office.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER